



# TRAINING PROGRAMS

*Educational Workshops for Employees and Supervisors*



## **VALUEOPTIONS® TRAINING PROGRAMS**

*Educational Workshops for Employees and Supervisors*

ValueOptions® is committed to helping people improve their lives and their personal effectiveness. Training programs allow us to increase the visibility of the employee assistance program (EAP) and reach out to your employees with practical information, strategies and resources for resolving concerns.

## ABOUT THE TRAININGS

This catalog describes the training workshops that we offer on a wide range of important work and life issues. Each training is scheduled to take approximately 60 to 90 minutes to complete, has been developed by a subject matter expert and is delivered by an experienced trainer. We develop new trainings on an ongoing basis; if you are interested in training on a topic that does not appear in this catalog, please contact your account executive or our training team.

## ENSURING WORKSHOP SUCCESS

Our training professionals will work with you throughout the process of planning, promoting and evaluating a program. Specifically, here are some of the key steps that will maximize its effectiveness:

**ASSESS THE NEEDS OF YOUR WORKFORCE.** EAP utilization trends, demographics and employee and manager surveys can provide useful guidance. It's also important to consider any significant changes underway at the worksite or in the community.

**SELECT A TRAINING PROGRAM(S) THAT ADDRESSES THOSE NEEDS.** We offer a variety of topics on mental health, personal development, legal/financial, work/life and workplace issues.

**COORDINATE LOGISTICS.** Start the process at least SIX weeks before you would like to hold the workshop. Let us know the date, time and location and we'll find an expert facilitator. (We request 6 weeks' notice so that there is ample time to secure a facilitator, and so that the facilitator has adequate time to prepare and customize the training if necessary.) Work with your internal departments to secure a location, projection equipment, flip chart, etc. If there are any unique logistical needs, we can collaborate to design a viable solution.

**PROMOTE FREQUENTLY.** Using a variety of communication mediums (posters, e-mails, intranet notices, etc.), tell your workforce what they can gain from attending. Ask them to reserve a seat. We can offer tips and tools to publicize the workshop.

**EVALUATE.** Attendance and evaluation forms provide critical measurements of success. Reporting back to senior management will help garner support for continued programming.

# TRAININGS CAN MEET WORKFORCE DEVELOPMENT GOALS

Our trainings can match your needs in a number of ways. Some examples of how your workplace can use trainings are:

## **DESIGN A SUSTAINED PROGRAM TO MEET COMPANY GOALS.**

Many companies select a group of trainings when targeting a specific goal. For example, if a company is attempting to enhance communication within a team, trainings such as “Effective Workplace Communication,” “Successful Team Building” and “Dealing With Difficult People” may be scheduled over the course of several months.

## **CAPITALIZE ON MONTHLY HEALTH OBSERVANCES TO BUILD AWARENESS ON ISSUES.**

For example, during Domestic Violence Awareness Month in October, you may want to host the training seminars “Corporate Response to Domestic Violence” or “Corporate Response to Domestic Violence: A Manager’s Guide.”

## TOP 10 TRAININGS

Not sure where to start? Consider requesting one (or more!) of our most frequently-requested trainings:

1. Managing Stress for Life
2. Stress Management and Healthy Well-being
3. Managing Change
4. Building Resilience
5. Successful Team Building
6. Effective Workplace Communication
7. The Power of Positive Thinking
8. Gaining Power by Changing the Way You Think
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10. Getting Started: Financial Basics



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# PSYCHOLOGICAL AND BEHAVIORAL HEALTH

## ADHD IN CHILDREN AND ADOLESCENTS

This workshop helps participants understand the biological, social and psychological underpinnings of ADHD, and offers strategies and resources to help individuals with ADHD and their families.

*Training duration: 90 minutes*

## BUILDING RESILIENCE: LET STRESS ROLL OFF OF YOU

Resilience is not developed overnight. It's the result of numerous factors and life experiences. Participants learn to recognize, assess and promote resilience in themselves and others.

*Training duration: 60-90 minutes*

## COPING WITH THE AFTERMATH OF TRAUMA

Participants learn how to identify how traumatic events impact their lives and the lives of those around them, both at work and at home. The possible reactions of children and how to deal with them are also discussed.

*Training duration: 60 minutes*

## CORPORATE RESPONSE TO DOMESTIC VIOLENCE

This interactive workshop is designed to raise employee awareness about this serious societal problem and educate participants about steps they can take to prevent or curtail instances of domestic violence.

*Training duration: 60-90 minutes*

## DEPRESSION: MORE THAN THE BLUES

This training increases awareness about depression. It teaches participants how to recognize the signs and symptoms and identifies resources that can help depressed individuals and their loved ones.

*Training duration: 60-90 minutes*

## GOOD GRIEF: COPING WITH LOSS

Loss is an unavoidable part of life: We will all experience the loss of someone or something dear to us. This seminar helps participants understand the grieving process and how to cope with loss, as well as how to give support to someone else who is grieving.

*Training duration: 30-90 minutes*

## HAVING THE TIME OF YOUR LIFE: ENJOYING THE TRANSITION TO RETIREMENT

This workshop helps participants learn how to anticipate and manage the emotional aspects of retirement. Areas of focus include caring for one's emotional health, the impact of retirement on a marriage and the importance of staying mentally and physically active.

*Training duration: 30-60 minutes*

## **HEALTHY EATING AND STRESS MANAGEMENT**

Participants explore the relationship between unhealthy eating and stress, and learn ways to develop healthier eating and stress management habits.

*Training duration: 30-90 minutes*

## **KEEPING THE “HAPPY” IN HOLIDAYS**

The holiday season can bring mixed feelings of joy, anticipation, disappointment and sometimes depression. This training helps participants learn how to set realistic expectations for the holidays, establish priorities and limits for holiday obligations, and focus on what’s really important.

*Training duration: 30-45 minutes*

## **LAUGH IT OFF: USE HUMOR TO COMBAT STRESS**

Laughter is our body’s natural stress-release mechanism. Training participants learn how laughter wards off stress and improves mood and how to incorporate laughter into their daily lives.

*Training duration: 60 minutes*

## **MANAGING A CHRONIC ILLNESS: DON’T LET THE CONDITION DEFINE YOU**

Chronic illnesses have a profound effect on the physical, emotional and mental well-being of individuals, often making it difficult to carry on with daily routines and relationships. Participants learn skills to cope with a chronic illness and strategies to educate and assist those who are living with chronic illness.

*Training duration: 60-90 minutes*

## **MANAGING ANXIETY**

This training offers insight on how to understand, identify and better cope with symptoms of anxiety and fear. Participants learn coping strategies for themselves, their children and loved ones who may be experiencing symptoms of anxiety.

*Training duration: 30-90 minutes*

## **MANAGING STRESS FOR LIFE**

If not managed, stress can have negative effects on our emotional and physical health. Participants learn to recognize sources of stress in their lives, recognize the signs and symptoms of unmanaged stress and utilize effective coping strategies to better manage stress.

*Training duration: 30-90 minutes*

## **MEMORY FITNESS: PROTECTING A VALUABLE ASSET**

Training participants learn what memory is and how it works. They also gain tools for sharpening memory functioning and preventing memory loss.

*Training duration: 60 minutes*



## **POSITIVE PSYCHOLOGY: THE SEARCH FOR HAPPINESS**

Positive psychology is the study of the strengths, attributes and behaviors that enable individuals, families and communities to thrive in an emotionally healthy way. Learn how positive emotions are linked to increased longevity, lowered rates of depression and emotional distress, good health and better coping skills during hardships or times of stress.

*Training duration: 60 minutes*

## **STRESS MANAGEMENT AND HEALTHY WELL-BEING**

This workshop helps participants understand the impact of negative stress on their overall well-being, as well as how it contributes to certain medical conditions. Participants learn how to identify the sources of stress in their lives, and strategies for managing stress. Recommended as a follow-up to the “Managing Stress for Life” workshop.

*Training duration: 60-90 minutes*

# **PERSONAL DEVELOPMENT**

## **ANGER MANAGEMENT**

This training helps participants understand how they express anger and find constructive ways of managing angry feelings. Upon workshop completion, each participant will be able to explain how anger occurs, understand the constructive and destructive effects of anger, and develop a personal anger management plan.

*Training duration: 60-90 minutes*

## **CREATIVE WAYS TO RESOLVE DIFFERENCES**

The word “conflict” often conjures negative images that inevitably lead to disastrous outcomes. But it doesn’t have to be that way. This workshop assists participants in learning the principles of successful conflict management and how to apply those principles to specific personal and workplace situations.

*Training duration: 60-90 minutes*

## **GAINING POWER BY CHANGING THE WAY YOU THINK**

The power of positive thinking can help employees reduce anxiety and stress. Workshop participants explore this relationship and practice techniques that can help them maintain a more optimistic response to negative experiences and events.

*Training duration: 30-90 minutes*

## **GETTING BACK TO NORMAL: WHEN “NORMAL” HAS A NEW MEANING**

Living a “normal” life may seem impossible during uncertain times, but it is possible to live a life free from fear. Workshop participants learn how to deal with the loss of what they formerly considered “normal” in their daily lives, and to identify strategies for carrying on productive lives in the midst of ongoing concerns.

*Training duration: 60-90 minutes*

## **GETTING HEALTHY FOR LIFE**

Adopting a healthy lifestyle and getting fit for life can seem overwhelming for most people. Participants learn steps they can take to improve their short-term and long-term health through healthy eating and exercise.

*Training duration: 60 minutes*

## **KICK IT! SUCCESSFULLY QUIT TOBACCO USE**

A variety of biological, psychological and social factors are associated with addiction to tobacco. Participants gain a better understanding of their addiction, and learn quitting strategies and tips for preventing relapse.

*Training duration: 60 minutes*

## **MANAGING CHANGE**

Change is normal, natural and inevitable. In this workshop, participants learn how to anticipate their response to change and develop resilience so that they can successfully manage the effects of change.

*Training duration: 30-120 minutes*

## **MANAGING HEALTH BEHAVIOR CHANGE**

Whether they are considering changing a bad habit, an addiction or lifestyle, attendees at this workshop gain insight into the process of change and receive step-by-step instructions for making healthy, informed and responsible changes.

*Training duration: 60-90 minutes*

## **SLEEP: UNDERSTANDING THE BASICS**

Sleep is a biological imperative, so when we push the limits of our biological clock, there are consequences. This workshop helps participants understand how sleep quality affects their health, productivity and emotional well-being. They will also learn about the components of good sleep hygiene and treatments for sleep disorders.

*Training duration: 30-60 minutes*

## **THE POWER OF POSITIVE THINKING**

Positive thinking may be the most important component of all successful endeavors—be it success in terms of high job performance, satisfying interpersonal relationships, effective leadership abilities, maximum physical and mental health or personal goal attainment. Participants learn practical strategies for transforming negative thoughts into positive energy.

*Training duration: 30-60 minutes*

## **TIME BUDGETING: GETTING IT ALL DONE**

With so much to juggle between work and home responsibilities, many people are struggling to keep pace. For some of us, it could be a case of piling too much on our plates. For others, it might be that we are poor time managers. Workshop participants learn about the relationship between time management and stress, and how to successfully manage their time.

*Training duration: 60-90 minutes*

# LEGAL/FINANCIAL ISSUES

## ESTATE PLANNING, WILLS AND TRUSTS

Workshop attendees learn why it is important to undertake estate planning, what assets to include, what tools are available and how the process works. Participants also develop strategies for communicating about estate planning with older relatives and other family members.

*Training duration: 60 minutes*

## FINANCIAL UNCERTAINTY: WHAT TO DO—TODAY!

This training helps people identify a personal action plan for financial management and change management strategies. Participants learn how they can practice resilience so they can successfully manage the effects of financial changes.

*Training duration: 60 minutes*

## GETTING STARTED: FINANCIAL BASICS

This lesson shows attendees how to give themselves a fiscal checkup and save money to meet their goals. Attendees learn how to set goals for short-term and long-term saving and investing, calculate what they need to save now to afford retirement, college or other plans, and make a budget and saving plan that fits their income, goals and needs.

*Training duration: 60-90 minutes*

## LEGAL ISSUES FOR OLDER OR DISABLED RELATIVES

This workshop reviews key estate planning decisions people need to make for their future, describes the legal tools that assist older people and disabled family members when others must make decisions for them, and identifies how and when to utilize these tools. Finally, attendees learn how to prepare for a meeting with an older relative's attorney.

*Training duration: 60 minutes*

## POWERS OF ATTORNEY AND ADVANCE DIRECTIVES

Workshop attendees gain a solid understanding of advance directives and their benefits, the difference between a "living will" and a "durable power of attorney" and preparation tips. Participants also develop strategies for communicating with older relatives about the need for advance directives.

*Training duration: 60 minutes*

# WORK/LIFE ISSUES

## ACHIEVING A BETTER WORK-LIFE BALANCE

Participants learn how to increase awareness of how well they manage the demands of their employer and family and how to achieve a healthy balance between their work and personal lives.

*Training duration: 30-90 minutes*



## **ADOLESCENTS AND DRUGS: A GUIDE FOR FAMILIES**

Adolescence is a time for discovery, curiosity and fun. It's also a time of rapid physical and emotional change, friction with parents and stress—all factors that can contribute to adolescent drug use. In this seminar, parents and other caring adults learn what they can do to prevent drug use or respond if substance abuse is known or suspected.

*Training duration: 60-90 minutes*

## **CARING FOR AGING RELATIVES: RESOURCES AND STRATEGIES**

Worry, distraction, exhaustion, time missed from work—these are symptoms of burnout that a working caregiver knows all too well. Elder care resources and strategies can help. Workshop participants learn how to negotiate both the public and private service mazes, how to cope with long-distance caregiving responsibilities, and how to plan for long-term needs.

*Training duration: 60-90 minutes*

## **FAMILY MATTERS: NURTURING YOUR MOST IMPORTANT RELATIONSHIPS**

Families offer havens of growth and security, but the individual members must work to nurture each bond. Participants explore strategies to foster their relationships—whether with a spouse, long-term partner, child or stepchild.

*Training duration: 60 minutes*

## **GETTING INVOLVED IN YOUR CHILD'S SCHOOL: A GUIDE FOR WORKING PARENTS**

While working parents generally don't have a lot of time to become involved in their children's schooling, they can make a difference through contact and dialogue with teachers and administrators, as well as by helping with special projects. This seminar focuses on ways that working parents can maintain involvement and help their children get the most out of school.

*Training duration: 60-90 minutes*

## **HOW TO SELECT CHILD CARE**

Choosing an appropriate child-care arrangement is one of the most critical childrearing decisions for working parents. This seminar reviews the types of care available, how to choose the right arrangement, and what to look for when visiting or interviewing a provider.

*Training duration: 60-90 minutes*

## **RELATIONSHIP SUCCESS FOR YOU AND YOUR PARTNER**

Why do some committed relationships succeed, and others fail? What can couples do to reduce the risk of failure in their own relationship? This workshop offers participants a mix of awareness and skill-building discussion and strategies they can implement to build a stronger relationship.

*Training duration: 60-90 minutes*

## **SINGLE PARENTING SUCCESS**

Workshop attendees learn how to avoid common pitfalls of single parenting and increase their confidence in their abilities as single parents. Topics include garnering support and information from teachers, and dealing with issues of a blended family.

*Training duration: 60-90 minutes*

## **SUCCESSFUL PARENTING**

Workshop participants learn from each other as well as the instructor as they strive to improve their parenting skills. The trainer describes each child developmental stage and suggests age-specific strategies for dealing with a baby, toddler, preschooler, school-age child and teenager.

*Training duration: 60-90 minutes*

## **TALKING TO YOUR AGING RELATIVES ABOUT THE FUTURE**

This workshop helps participants effectively communicate with older relatives about long-term planning related to financial, legal, health care and social issues.

*Training duration: 60-90 minutes*

## **WORKPLACE ISSUES**

### **A GUIDE TO ASSERTIVE COMMUNICATION**

This workshop addresses the importance of assertiveness and how it differs from aggressiveness or passiveness. Participants learn how to become more assertive and how to improve communication, leadership and conflict management skills.

*Training duration: 60-90 minutes*

### **AVOIDING AND COPING WITH BURNOUT**

To protect workers from burnout, this workshop helps attendees foster personal characteristics that will help them avoid this emotionally-draining syndrome. They learn to use healthy lifestyle skills and create an action plan to cope with burnout.

*Training duration: 60 minutes*

### **DEALING WITH DIFFICULT PEOPLE**

Most of us are guilty of being “difficult to get along with” at certain points in our life, but some people seem to provide us with more than a fair share of difficulty all of the time! This workshop looks at overall strategies for dealing with difficult people, including bullying behavior, then explores specific things participants can do to cope effectively with difficult personality types.

*Training duration: 30-90 minutes*

## **DOWNSIZING: GAINING RESILIENCE AND MOVING FORWARD**

This workshop helps employees work through their emotional reactions to the downsizing of their job and to understand the stages of transition. Attendees develop a personal action plan of strategies, tools and resources to assist them in the transition process.

*Training duration: 60-90 minutes*

## **EFFECTIVE WORKPLACE COMMUNICATION**

Now more than ever, communication plays a major role in both business and personal relationships. Participants learn to recognize the factors that often interfere with communication, and develop skills that contribute to effective interpersonal communication in the workplace.

*Training duration: 60-90 minutes*

## **EMPLOYEE EAP ORIENTATION**

This program introduces employees to the EAP so that they feel comfortable accessing services. Employees learn what the EAP is, reasons they might use services and how the program works. Issues such as confidentiality are also discussed.

*Training duration: 60-90 minutes*

## **MANAGING MULTIPLE PRIORITIES AT WORK**

In this high-speed, high-expectation world, many employees feel significantly overwhelmed by their workload. This workshop offers participants skills and strategies to help them gain greater control over their workday, reduce their stress levels and accomplish their most important tasks.

*Training duration: 90 minutes*

## **NURTURING RESPECT IN THE WORKPLACE**

What behaviors are acceptable in the workplace? Which are not? Attendees explore their role in helping to create a work environment conducive to positive interactions. They identify deficiencies in their own behavior, and learn how to have an assertive discussion with a co-worker about problem office behavior.

*Training duration: 45-60 minutes*

## **RECOGNIZING AND RESPONDING TO SIGNS OF AGGRESSION IN THE WORKPLACE**

Aggressive and violent acts in the workplace can have devastating effects on morale and organizational quality of life. This workshop raises awareness of aggression in the workplace, outlines ways in which workplace aggression can be prevented and/or defused and encourages all employees to contribute to a safe workplace. A training titled "Managing Aggression in the Workplace" is also available for managers and supervisors (see page 20).

*Training duration: 60-90 minutes*



## **SEXUAL HARASSMENT**

This workshop increases employees' awareness of, and prevents, sexual harassment in the workplace. Participants learn how to differentiate between facts and myths about sexual harassment. Federal laws and company policies that protect workers from sexual harassment are discussed. A sexual harassment training for managers and supervisors is also available (see page 22).

*Training duration: 60-90 minutes*

## **SUBSTANCE ABUSE AWARENESS AND ASSISTANCE**

This workshop provides employees with a greater understanding of the impact of substance abuse on the workplace.

*Training duration: 30-90 minutes*

## **SUCCESSFUL TEAM BUILDING: A THREE-PART TRAINING**

### **Part 1: Communication Skills**

Participants identify different communication styles and their impact on effective team work. Participants also use skills for effective communication, such as active listening and giving constructive feedback, and learn techniques for resolving conflict within a team.

*Training duration: 90-120 minutes*

### **Part 2: Self-empowerment**

A successful organization is comprised of teams of people who are "empowered." This means that every individual within the organization takes responsibility for developing his or her capabilities to the fullest. Participants assess their own empowerment qualities, including core beliefs and values, self-esteem and attitude, and learn how to make decisions and relate to others.

*Training duration: 90-120 minutes*

### **Part 3: Team Empowerment**

Team building values each individual's contribution to the work group. Each team member possesses unique strengths, and combined with other team members, they further the goals of their work group and their organization. Participants learn the stages of team development, understand team dynamics and assess the needs of their work group.

*Training duration: 90-120 minutes*

## **SUCCESSFUL TELECOMMUTING: A COURSE FOR EMPLOYEES**

Technology has made it easier for off-site employees to stay in touch, allowing many workers to telecommute. This training examines the benefits of telecommuting and allows participants to assess if they are a good candidate for telecommuting. It prepares participants for working remotely and making their telecommuting arrangement a success.

*Training duration: 60-90 minutes*

## **THE SURVIVOR'S GUIDE TO DOWNSIZING: WHAT'S NEXT?**

Attendees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They develop a personal action plan of strategies, tools and resources to help them transition through current and future organizational changes. A similar training is available for supervisors and managers (see page 22).

*Training duration: 60-90 minutes*

## **THRIVING IN A MULTIGENERATIONAL WORKPLACE**

When managed effectively, multigenerational work environments can be a source of positive challenge, opportunity and significant growth. Participants increase their understanding of differences between the generations in today's workforce and learn how to work with those differences and enjoy them.

*Training duration: 60-90 minutes*

## **VALUING DIVERSITY IN THE WORKPLACE**

The American workplace includes people of diverse cultures and backgrounds, bringing a wider breadth of experience and ideas to an organization. But it can also create a clash of cultures that brings tension, frustration and conflict into a work group. This workshop helps supervisors, administrators, consultants and all employees effectively address issues related to workforce diversity.

*Training duration: 60-90 minutes*

# **TRAININGS FOR MANAGERS AND SUPERVISORS**

## **CORPORATE RESPONSE TO DOMESTIC VIOLENCE: A MANAGER'S GUIDE**

This workshop addresses the problem of domestic violence as it relates to the workplace, with a focus on the role of managers in responding to workers affected by domestic violence.

*Training duration: 60-90 minutes*

## **EAP ORIENTATION FOR SUPERVISORS**

This training increases the supervisor's knowledge of the EAP, including the services it provides, how the program works and how it can be used as a management resource when dealing with a troubled employee.

*Training duration: 60-90 minutes*

## **GUIDE FOR SUPERVISING AN EMPLOYEE WITH A DISABILITY**

Gain an understanding of the Americans with Disabilities Act and how it affects the manager's role and responsibilities when supervising disabled employees. Learn how to interact with disabled employees with professionalism and sensitivity.

*Training duration: 60 minutes*

## **MANAGING AGGRESSION IN THE WORKPLACE**

This interactive workshop increases awareness and capabilities with regard to managing threats of violence and other aggressive behaviors in the workplace.

*Training duration: 60-90 minutes*

## **MANAGING ANXIETY IN THE WORKPLACE: A GUIDE FOR SUPERVISORS**

Participants take a closer look at the reality of anxiety in today's workplace and analyze its effects on productivity. Managers learn how to develop a proactive strategy and acquire the leadership skills that are necessary to help employees deal with stress in a changing environment.

*Training duration: 60-90 minutes*

## **MANAGING FOR TOP PERFORMANCE**

This seminar focuses on the importance of leadership setting a positive work culture in order to develop and strengthen high-performance teams. Key materials from the body of research called "emotional intelligence" are presented and discussed.

*Training duration: 60 minutes*

## **MANAGING REMOTE WORKERS SUCCESSFULLY (INTERMEDIATE LEVEL REMOTE WORKER TRAINING)**

This training is for employers who have already implemented a successful remote worker program. It helps employers fine tune their remote worker program by helping managers strengthen their ability to handle challenging situations, create an effective team environment, assist staff with their professional development, and enhance team communication.

*Training duration: 90-120 minutes*

## **MEMBER ASSISTANCE PROGRAM ORIENTATION FOR UNION REPRESENTATIVES**

This training increases the union representative's knowledge of the MAP, including the services it provides, how the program works and how it can be used as a resource when dealing with a troubled member.

*Training duration: 60 minutes*

## **MEMBER ASSISTANCE PROGRAM ORIENTATION FOR UNION REPRESENTATIVES AND SUPERVISORS**

This training increases the union representative's and supervisor's knowledge of the MAP, including the services it provides, how the program works and how it can be used as a resource when dealing with a troubled member.

*Training duration: 60 minutes*

## **PERFORMANCE MANAGEMENT IN AN ENVIRONMENT OF UNCERTAINTY**

This training focuses on managing employee performance in an environment of constant financial and political uncertainty. Managers learn to recognize and address employee performance issues that may be a consequence of societal stressors.

*Training duration: 60-90 minutes*

## **REASONABLE SUSPICION DRUG TESTING**

Managers can find out what to do if they suspect an employee of being under the influence of alcohol or drugs.

*Training duration: 60-90 minutes*

## **RESPONDING TO SUBSTANCE ABUSE IN THE WORKPLACE: A GUIDE FOR SUPERVISORS**

This workshop provides managers and supervisors with a greater understanding of the impact of substance abuse on the workplace. Participants learn specific skills for identifying and responding to employees with substance abuse problems.

*Training duration: 60-90 minutes*

## **RESPONDING TO SUBSTANCE ABUSE IN THE WORKPLACE: DOT STYLE**

To comply with Department of Transportation (DOT)-mandated training requirements for supervisors, this workshop addresses the impact substance abuse has on safety-sensitive positions and the workplace. Participants learn specific skills for identifying and responding to employees with substance abuse problems and review the DOT regulations regarding alcohol and drug testing procedures.

*Training duration: 120 minutes*

## **SEXUAL HARASSMENT: A TRAINING FOR MANAGERS AND SUPERVISORS**

This workshop increases awareness and capabilities with regard to sexual harassment in the workplace. Federal laws and company policies regarding sexual harassment are discussed. A sexual harassment training for employees is also available (see page 19).

*Training duration: 60-90 minutes*

## **SUCCESSFUL TELECOMMUTING: A COURSE FOR MANAGERS**

Technology has made it easier for off-site employees to stay in touch, prompting many employers to offer telework opportunities to their employees. Training participants understand what makes remote workers successful and how to choose them, and learn the secrets of successful remote management.

*Training duration: 60-90 minutes*

## **THE SURVIVOR'S GUIDE TO DOWNSIZING: FOR MANAGERS**

Attendees work through their emotional reactions to being a downsizing survivor, and discover ways to thrive in the new organization and cope with the challenges it brings. They also will understand the importance of being an effective leader during a downsizing transition.

*Training duration: 60-90 minutes*





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